

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
August 30, 2012

Attendees:	Water Board	Sanitary Board	Town Staff
	<input checked="" type="checkbox"/> S. Kemnitzer	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> H. Heyser	<input checked="" type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	<input checked="" type="checkbox"/> R. Keller	K. Shipley
	<input checked="" type="checkbox"/> J. Ford		P. Dowell
	<input checked="" type="checkbox"/> J. Brady		
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> B. Schill		

= present at meeting

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: Peter Corum, Fred Blackmer

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:02pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETINGS.** The minutes of the May 31 regular meeting and the June 28 regular meeting were both approved as presented. No meeting was held in July.
3. **VISITORS.** Peter Corum and Fred Blackmer appeared before the Boards to discuss a proposed development at Morgan's Grove. They did not submit a formal proposal. The visitors are interested in connecting to the Shepherdstown wastewater treatment plant and expressed a desire to work with the utilities in exploring options for connecting. A lengthy discussion ensued and multiple aspects of the proposed development, potential partners, and various options for funding were part of the discussion. It was agreed that additional information will be provided to Board members and future discussions are anticipated.
4. **FINANCES.** Financial statements as of July 31 were reviewed. H. Heyser noted a \$200,000 transfer within fund in the Checking - Capital Capacity Account on page W17 of the July 31 Water Dept. statement, which J. Auxer explained was a reimbursement from the bond issued for the new water tanks.

J. Auxer encouraged Board members to review the statements prior to the meetings and to contact Pat Dowell with any questions.
5. **FLOW AND QUALITY REPORTS.** S. Kemnitzer asked why the sewer flows were low. Two contributing factors are decreased flows from the water plant and Shepherd University being out of session (approximately 1900 students will be living on campus when the fall semester starts). F. Welch noted that nitrogen levels are down; staff is still working on phosphorus levels and making adjustments to chemicals as we gain more working knowledge of the new wastewater treatment processes.
6. **OLD BUSINESS.**
 - 6.a **MORGAN'S GROVE PROJECT.** See 3. above.

- 6.b **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported construction for the new facility is basically complete, and we are at the "punch list" stage. Discussion turned to planning an open house, probably in the last part of October.
- 6.c **WATER TANKS UPGRADE.** Construction has begun on the first new tank.
- 6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** The power company finally removed the old power line. This project is essentially complete.
- 6.e **HIGH SERVICE PUMP REPLACEMENT.** The new high service pump replacement project is now under contract; Alvarez was the low bidder. This pump is required in order to utilize the new water tanks.

7. **NEW BUSINESS.**

- 7.a **CONTRACT FOR CLEANING WATER TANKS.** Water Board members were presented with a proposal for the cleaning of the water tanks.

ACTION ITEM: J. BOCK MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE A CONTRACT WITH LIQUID ENGINEERING CORPORATION FOR FOUR CLEANINGS OF THE WATER TANKS OVER A 20-YEAR PERIOD FOR \$21,340. THE MOTION PASSED UNANIMOUSLY.

8. **MAYOR'S REPORT.**

- 9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:25pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, September 27, 2012.

Respectfully submitted, Jerry Bock